



DMV FORM
“PROPERTY USE VERIFICATION FOR VEHICLE DEALER’S LICENSE”

COUNTY OF SAN DIEGO ZONING COUNTER PROCEDURES

1. If the use regulation allows Automotive and Equipment: Sales/Rentals, Light Equipment, as defined by Section 1430(h) of the County Zoning Ordinance, and the site does not have any special area designators that require the preparation/approval of a Site Plan, then the form may be signed off. Complete and attach DPLU Form ZC#010 to the DMV issued form.
2. If the use regulation allows the above use, but there the subject parcel is subject to a Special Area Designators (B, D, S, etc), then a Site Plan is required. A waiver of the Site Plan requirement may be requested pursuant to the following procedures:

A. Customer Submittal Requirements:

- i. Customer shall submit a complete written description of the proposed use and any existing uses on site (number of cars, size of office, number of employees, size of sign, number of parking spaces for employee/customer parking, size of lot, and any other pertinent information). Also provide Assessor Parcel Numbers (APN) and/or address of the site.
- ii. Customer shall submit a plot plan (in accordance with DPLU Form 90A) showing all existing uses on-site, all existing structures on-site, all existing parking spaces, and all proposed structures and parking spaces. Additionally, please show all road easements adjacent to the property.
- iii. Customer shall submit a tabular description of any existing uses on the site together with their required number of parking spaces, pursuant to County Parking Regulations outlined in Section 6750 of the Zoning Ordinance.
- iv. Customer shall submit color photographs of the site, showing the whole site, all signs, structures, and parking.

- v. Customer shall submit the above requirements to the Zoning Counter, located at 5201 Ruffin Road, Suite B, San Diego.
 - B. County shall verify that any existing use is a legal use on the site.
 - C. After all the above is completed to the satisfaction of the Department of Planning and Land Use, the waiver request will be faxed to the appropriate community Design Review Board for their review and consideration. Subsequent to the Design Review Board's consideration of the design waiver, the Board will transmit their recommendation to the County Department of Planning and Land Use. If, however, a recommendation is not received from the Design Review Board within 45 days from the date of the faxed transmittal, the Director may act on the applicant's waiver request without board input.
 - D. If a recommendation is received from the Design Review Board, the Director of Planning and Land Use will make a final decision on the waiver within 30 calendar days.
3. If the above design waiver procedures are not followed, then a Site Plan application must be submitted and processed by the Department of Planning and Land Use.

NOTE: This procedure does not apply to the following uses as defined by the DMV: Vehicle Auto-Broker (office and sign only, no retail sales) or Vehicle Dealer-Wholesale Only (no retail sales, if office is in an existing building). Although these uses may not require the preparation/approval of the Site Plan, they may qualify as a Home Occupation pursuant to Section 6156(m) of the County Zoning Ordinance.